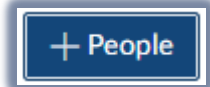


## Add Teaching Assistants to Canvas

Faculty have the ability to add Teaching Assistants to courses they are teaching. In order to complete this task, please follow the directions below. These instructions are the same whether the participant is a Teaching Assistant, Math Tutor, Peer Mentor, or other role. Faculty are not allowed to add Students to a course.

- Click the **People** tab in the **Course Navigation Pane**.
- Click the **People** button on the right side of the window.
- The **Add People** window will display.



### Add People ✕

Add user(s) by

Email Address  Login ID  SIS ID

Example: lsmith@myschool.edu, mfooster@myschool.edu


Section

HCM440: Medical ▾

Role

Teacher ▾

Can interact with users in their section only



When adding multiple users, use a comma or line break to separate users.

Cancel Next

- Input the **Teaching Assistants Siena Email Address**.

- To add more than one participant at a time, place a comma or line break between each Email Address.
- In the **Role** list, select the appropriate **Role** for the participant.
- Click the **Next** button.
- The second **Add People** window will display.

Name	Email Address	Login ID	SIS ID	Institution
Wanda House	whouse@sienaheights.edu			Siena Heights University

- The specified participants should appear in the list.
- If they don't appear in the list, it means there is an issue with the Email Address or that the participant has not been added to Canvas.
  - \* If this happens, click the **Start Over** button and check the Email Address.
  - \* If this continues to be an issue, contact the Assistant Canvas Administrator, Wanda House, (517-264-7651, [whouse@sienaheights.edu](mailto:whouse@sienaheights.edu)) for assistance.
- When the name has been successfully listed, click the **Add Users** button.
- The **Participant's Name** will appear in the list in Canvas.
- A **Pending** icon will appear to the right of the Participant's Name.
- The **Participant** must accept the **Invitation** in order to be successfully enrolled in the course.
  - \* The invitation will be sent to the appropriate Email Inbox.
  - \* A message will also appear at the top of the Dashboard when Canvas is accessed.